CONFERENCE REPORT

Class Meeting
Course Number and Name:
Date:    Start Time:   End Time:
Location:

Attending: Mary Smith  Chad Jones  Bill White
Jim Charles  Fred Fields  Wilma Flintstone

Absent: Barney Rubble

CC:  Professor Huntington

1. Professor Huntington opened the meeting with a discussion about class culture, or what our audience culture is, what our specific expectations are for behavior within the culture.
   a. What is acceptable arrival time at meetings (class)?
      i. Brett brought forth the idea that it should be a loose culture, that a few moments late would be acceptable
      ii. Mitch reminded us of what Professor Huntington had said about being 30 seconds early on Tuesday
      iii. If class is looser then what is the idea for starting class, do you wait until everyone is there or just start promptly at 8:00?
      iv. The decision was made that we’ll start promptly, and hope that everyone is there within five minutes of starting time.
      v. ACTION: All students will arrive prior to the start of class at 8:00 a.m.
   b. Protocol for calling meetings and sending invitations?
      i. Email? Timing of invitations?
      ii. The decision was made that when Professor Huntington has to call a meeting, or when a class member has to call a meeting it should be done through email. It should be done before evening if it’s a last minute change, or as soon as the information is available, invitations and changes should be sent out. As much lead time as possible is polite. 5:00 pm was set as a deadline.
      iii. ACTION: Meetings will be called via email no later than 5:00 p.m. previous day.
   c. Appropriate attire?
      i. Casual clothing was decided to be best for our company culture. A discussion of some technical companies casual policies (shorts and flip-flops) was held. The conclusion was reached that a certain amount of formality is necessary. Professor Huntington suggested we think in terms of “branding” ourselves. You have to merchandize yourself within a company to a certain extent. It never hurts to try and air on the side of professional dress. You’re in competition with everyone around you, and there are people observing you, and someone has to make the decisions of who’s going to be promoted.
      ii. ACTION: Students will dress for class with an awareness of the impact on personal brand.
   d. Dominant Email style
      i. It will vary from emails that are very similar to text messages all the way to complete sentences, thoughtful paragraphs. The general level of writing literacy is not very high, even at a liberal arts institution like WJC.
      ii. The decision was made that we should have complete sentences, correct spelling and good grammar. Not professional business letter writing quality, but at least an image of professionalism, and clarity of communication should be priorities within our emails.
iii. **ACTION:** Students will employ complete sentences, correct spelling and good grammar in all email correspondence.

e. What is acceptable response time to email and phone messages?
   i. **Same day if possible, and no later than 24 hours.** The discussion centering around this brought up the subject of formality within email, and whether or not a cell phone reply over email could be considered acceptable, if it can, what situations it’s good for. We run great risk of leaving an unfavorable impression if we’re not careful to match the formality level of our superiors and equals within the company.

2. Audience culture
   a. Experience with the subject?
      i. Not great experience, just because we’re still students.
   b. What is the attitude? Friendly, neutral, hostile?
      i. The decision was reached that although there was a wide range of interests, we should all be friends, or at least friendly.
   c. Are we formal or informal?
      i. As college students we have the understanding that each class is open to changing, and we know that our formality needs to shift with each changing day.
   d. What networks are we members of?
      i. As a whole we are members of WJC, three in fraternities, two in the same one: Phi Gamma Delta, our other fraternity is Kappa Alpha. Football, baseball, soccer, eight with part-time jobs, Rotaract International, suburbs of KC natives, several from Missouri, and a few from Kansas, two from out of state; California, and Texas. Delta Zeta sorority, almost everyone was a business major with three exceptions; psychology, music, and economics.
   e. Think about what benefits can we offer to the class?
      i. Professor Huntington has worked in the business world and studied communication for many years.
   f. What objections can I anticipate?
      i. There might have been objections to being 15 minutes early, or dressing formally.
   g. Who are the key audience members?
      i. A conclusion was reached that the boss, superior, professor is certainly a key member of the “audience” -- Professor Huntington in this case.
      ii. Colleagues, especially in a college atmosphere, are also key. Having peers be able to give you feedback in a comfortable but direct manner is good practice for the future.
   iii. We have a responsibility to help each other learn, and this in turn will also help us.
   h. Who are the decision makers?
      All members of the audience are decision-makers at some level. Professor Huntington, group meetings, those that are calling meetings, other class members: we’re making decisions about the quality of learning, the amount of effort.

Respectfully submitted,

Wilma Flintstone, Notes and Report Author
Mary Smith, Meeting Lead